

# **WATER/WASTEWATER PLANT OPERATOR (NON-LICENSED)**

## **1. POSITION FUNCTION**

To obtain an advanced knowledge of the water treatment process and the rules that govern that process and use that knowledge to provide high quality drinking water according to state guidelines.

The position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having an occupational exposure to blood borne pathogens, and as Safety Sensitive.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **2. RESPONSIBILITIES AND AUTHORITIES**

**Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:**

- (a.) Operate and maintain all water/wastewater treatment plant equipment. (Check meters, gauges, pumps, control panels, grease, change oil, tubing, repair feeders, etc.)
- (b.) Operates and maintains pumps, control panels, chlorinators, back-up generator and chemical feed pumps. Inspects lift/pump stations for proper operation. Monitors and repairs plant equipment including cleaning and servicing and performing inspections.
- (c.) Perform all necessary laboratory work required for observation and control of the water/wastewater treatment plant to meet state and federal guidelines, including but not limited to Biochemical Oxygen Demand, phosphates, total solids, total suspended solids, PH's, chlorine residual, fluoride, dissolved oxygen, microbiological, temperatures, ammonia, nitrates, fecal coli form, and bacti's.
- (d.) Recognition of plant status and troubleshooting capabilities to perform corrective actions of plant operations to insure that the filtered and finished water quality meets and/or exceeds the standards of the Environmental Protection Agency and the Tennessee Department of Environment and Conservation.
- (e.) Update files used for preparing monthly reports, keep detailed maintenance records, letters to the public, and very detailed daily records of plant practices and actions.
- (f.) Maintain the upkeep and integrity of the overall facility and grounds.
- (g.) Perform duties as requested by the operator in direct charge and/or other authority figures within Fayetteville Public Utilities.
- (h.) Must be able to work any shift for any period of time and as often as directed by supervisor. Must be able to work extended Holidays and weekends in rotation with the other operators.
- (i.) Must work well in a team environment.
- (j.) Be able to work with hazardous chemicals safely at all times and be able to read and understand the Safety Data Sheet.

- (k.) Must become familiar with and follow company policy, procedures and safety regulations. Will attend safety meetings and follows safety precautions according to OSHA standards.
- (l.) Must be able to read and interpret documents such as safety rules, maintenance instructions, blue prints, maps and procedure manuals.
- (m.) Must be able to make arithmetic calculations using whole numbers, fractions. And decimals. Must be able to calculate volume, flow, and detention time, loading rates, percentages and ratios, if required. Calculations such as food to mass ratio, pressures, and phosphorus and accumulative loading rates on certified land may be required.
- (n.) Must be able to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form, and the ability to manage problems involving several variables.
- (o.) Make frequent checks of tools and protective equipment and submits recommendations for replacing defective materials to assure that they are safe and operable.
- (p.) Assist in the maintenance of vehicles and equipment assigned to work to assure that they are safe, operable and that the required documentation is completed.
- (q.) Help ensure that proper equipment is used on the job.
- (r.) Display a high regard for work rules and safety practices.
- (s.) Adhere to the strictest safety rules.
- (t.) Attend and participate in safety meetings to become aware of safety rules and regulations and to help assure that safe working practices are followed and a safe working environment exists for the individual, fellow employees, and customers.
- (u.) Required to keep abreast of all changes in first aid procedures, safety rules and regulations, and always maintain an up-to-date First Aid, and Cardiopulmonary Resuscitation (CPR) cards.
- (v.) Provide a positive, inspiring and motivating work environment with co-workers.
- (w.) Adhere to the strictest personal protective equipment standards.
- (x.) See that other personnel and he/she follow all safety rules and regulations on the job.
- (y.) Promote good customer relations.
- (z.) Keep abreast of developments in the industry through the attendance and participation in training sessions, schools, and seminars as required by Fayetteville Public Utilities.
- (aa.) Stay familiar with and observe all safety rules. Practice good housekeeping habits at the job site, and around equipment and at all properties.
- (bb.) Communicate freely with supervisor to ensure full understanding of the scope and hazards associated with the given task.
- (cc.) Communicate on two-way radio as necessary.
- (dd.) Assist in gaining the acceptance of the utility as a member of the business community.
- (ee.) Adheres to safety rules and practices. Responsible for reporting unsafe practices to a Supervisor.
- (ff.) Will be required to submit a random Drug and Alcohol test per Department of Transportation (DOT) regulations.
- (gg.) Must be able to be contacted for after-hours emergencies or problems.
- (hh.) May be required to work abnormal hours.
- (ii.) Will attend training as necessary.
- (jj.) Build a positive FPU image.

- (kk.) Help promote employee, customer, and public safety.
- (ll.) Maintain discretion and confidentiality of business practices.
- (mm.) Ensure effective and efficient use of all work time.
- (nn.) Become familiar with and adhere to FPU policies.
- (oo.) It is understood that where policy and a job description are in disagreement, policy shall prevail.
- (pp.) Participate in programs for improvement of job knowledge and skill.
- (qq.) Understand and personally perform all duties in accordance with applicable safety and policy manuals, as well as report hazardous conditions and needed maintenance in the office.
- (rr.) Maintain desk and surrounding area in a clean and orderly manner. Maintain proper use and care of office equipment and report any equipment working improperly or in need of repair.
- (ss.) Conduct oneself in such a manner as to contribute a better understanding of FPU when in contact with customers or the general public, as well as maintain a harmonious relationship with all FPU personnel.
- (tt.) Know and adhere to FPU Red Flag policy rules and procedures.
- (uu.) This list of duties and responsibilities is not intended to be all-inclusive, and can be expanded to include other duties or responsibilities that management deems necessary.

### **3. POSITION SPECIFICATIONS**

#### **(a.) EDUCATION**

A high school diploma or general education degree (GED) is required. Experience in water/wastewater field, or equivalent combination of education and experience or technical training is desired.

#### **(b.) JOB KNOWLEDGE**

- ( I. ) Previous experience and knowledge of water/wastewater treatment processes, pretreatment and an advanced knowledge of the rules that govern them is preferred.
- ( II. ) Obtain minimum water/wastewater license and obtain higher level of licenses within required period of time. Obtain a water grade 3 license within 3 years. Must obtain a water grade 4 license within 5 years or a wastewater grade 3 license within 3 years.
- ( III. ) Must gain an advanced knowledge of water/wastewater treatment and be able to enhance that knowledge with training.

#### **(c.) ABILITIES AND SKILLS**

- ( I. ) Must have the ability to learn how to make accurate and responsible decisions about water quality.
- ( II. ) Must have current Tennessee driver's license.

- ( III .) Must have the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- ( IV .) Must have the ability to follow policies and procedures.
- ( V .) Must make documentation, safety, and the company your highest priority.
- ( VI .) Requires the ability to weigh and measure.
- ( VII .) Must be familiar with all traffic laws, first aid, safety rules and regulations.
- ( VIII .) Must be able to obtain a Class B Commercial Driver's License within six (6) months of employment.
- ( IX .) Must be a resident in the Fayetteville Public Utilities' service area or willing to become a full-time resident within six months from hire date.
- ( X .) Must pass a drug test as required by federal regulations.
- ( XI .) Must have a pleasing personality, and be able to tactfully and cheerfully communicate with the public and fellow employees.
- ( XII .) Must be able to write grammatically correct letters, reports, etc., with proper use of punctuation; be able to spell correctly; may be asked to take a spelling or grammar test.
- ( XIII .) Must be able to conduct general mathematical analysis.
- ( XIV .) Must have the ability to move, store, retrieve files, documents, or other materials in a computer system.
- ( XV .) Must have the ability to work independently and to prioritize and manage tasks.
- ( XVI .) Must have the ability to organize work effectively, prepare and file correspondence in accordance with set policies and procedures.
- ( XVII .) Must have to ability to accept change.
- ( XVIII .) Must be dependable and accountable.
- ( XIX .) Must be able to operate a variety of office equipment, including personal computer, printers, copy machines, plotters, telephone and other mobile devices.
- ( XX .) Attention to detail and a high level of accuracy are required.
- ( XXI .) Must have the ability to communicate effectively with customers and co-workers.
- ( XXII .) Must have good oral and written communication skills.

**(d.) WORKING CONDITIONS**

- ( I .) Exposure to varying temperature conditions including cold below 0 degrees and heat above 100 degrees. Will work in all types of weather.
- ( II .) Some exposure to odors, gases, dust and dirt.
- ( III .) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ( IV .) While performing the duties of this job, the employee regularly works in high, precarious places and in outside weather conditions and is regularly moving mechanical parts and is frequently exposed to vibration.
- ( V .) Must have the ability to be contacted for after-hour emergencies.
- ( VI .) The employee occasionally exposed to an environment with fumes or airborne particles and toxic or caustic chemicals.
- ( VII .) The employee works on rugged terrain.
- ( VIII .) The noise level in the work environment is usually moderate but may be loud with some frequency.
- ( IX .) While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock.
- ( X .) Willing to work more than 40 hours a week, non-standard hours.

#### **4. INTERNAL RELATIONSHIPS**

Other employees – Provides and acquires information and assistance necessary to assure the achievement of department and utility goals.

#### **5. EXTERNAL RELATIONSHIPS**

The Fayetteville Public Utilities **will not employ any persons,** who at the time they may be considered for employment, are part of the immediate family of any FPU employee, Utilities Board member, any elected official of the City of Fayetteville, Tennessee, or elected official of Lincoln County, Tennessee, providing that this employment policy relative to the practice of nepotism shall not be in conflict with any State or Federal employment practice laws as they may now or ever be enforced.

#### **6. PHYSICAL REQUIREMENTS**

- (a.) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (b.) While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, push, pull, crouch or crawl; talk or hear; extended repetitive motions. The employee is frequently required to sit, bend at neck, waist, legs, and arms; twist body; and change positions at will. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to perform

- essential functions that require frequent, prolonged viewing and use of computer monitor, keyboard and mouse for extended periods.
- (c.) Must have record of Hepatitis B Vaccinations, or be willing to obtain these vaccinations.

## **7. REPORTING RELATIONSHIPS**

- (a.) Reports to:  
**Water or Wastewater Supervisor**
- (b.) Responsible for:  
**(Non Supervisory Position)**